

STATE OCCUPATIONAL THERAPY LICENSURE BOARD
Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063

Conference Call Minutes of 10/8/2014

BOARD MEMBERS PRESENT: Corwin Sutherin - Chair
Kristin Guidry
Caren DeAngelis
Michael Spero

BOARD MEMBERS ABSENT: Diann Davis-Martin

BUREAU STAFF: Dawn Hall, Administrative Support Manager
Maurie Ellsworth, Legal Counsel
Carrie Gilstrap, Technical Records Specialist II

The meeting was called to order at 4:00 PM MDT by Corwin Sutherin.

APPROVAL OF MINUTES

Ms. Guidry made a motion to approve the minutes of 8/8/2014 and 8/13/2014. It was seconded by Ms. DeAngelis. Motion carried.

NEW BUSINESS

PROCESS FOR REFUND REQUESTS

Ms. Hall discussed refund requests with the Board. Ms. Hall stated the Board's fees are incorporated into one fee as an initial license fee whereas others have it broken down into an application fee and an initial license fee. In the cases where an applicant pays for but is not issued a license; they can request a refund of the original license fee only and the application fee is not refunded. Ms. Hall asked for direction from the Board when a request for a refund is received.

Following discussion, Ms. Guidry made a motion that in accordance with Board Rule 041.01, fees are non-refundable. She also stated the Bureau can process these requests when they are received however the Board would like a report on any requests received at the end of the year. It was seconded by Ms. DeAngelis. Motion carried.

EXECUTIVE SESSION

Ms. DeAngelis made a motion that the Board go into executive session under Idaho Code § 67-2345(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Guidry. The vote was: Mr. Sutherin, aye; Ms. Guidry, aye; Ms. DeAngelis, aye; and Mr. Spero, aye. Motion carried.

Ms. DeAngelis made a motion to come out of executive session. It was seconded by Ms. Guidry. The vote was: Mr. Sutherin, aye; Ms. Guidry, aye; Ms. DeAngelis, aye; and Mr. Spero, aye. Motion carried.

APPLICATIONS

Ms. DeAngelis made a motion to approve the following for licensure:

OTA-1377 Joshua Sittner

It was seconded by Ms. Guidry. Motion carried.

APPLICANT ID 901134883 Ms. DeAngelis made a motion to require the applicant complete the continuing education requirement as provided in I.C. § 54-3711. The CE documents must then be reviewed and approved by the Board prior to issuing the license. It was seconded by Ms. Guidry. Motion carried.

ADJOURNMENT

Ms. Guidry made a motion to adjourn the meeting at 4:28 PM. It was seconded by Mr. Spero. Motion carried.

Corwin Sutherin, Chair

Kristin Guidry

Caren DeAngelis

Diann Davis-Martin

Michael Spero

Tana Cory, Bureau Chief